

This chapter is used by local agencies wanting the Washington State Department of Transportation (WSDOT) to advertise and award their Federal Highway Administration (FHWA) construction contracts at the service center level or at the regional level. For these agencies, Chapter 51, WSDOT Administered Projects, will also apply.

## 45.1 General Discussion

The Regional Administrator will appoint a WSDOT Project Engineer to administer project construction (Chapter 51). The Project Engineer will administer the project in accordance with the *Local Agency Guidelines* manual and in the same manner as other FHWA funded projects.

The documents that the local agency must submit to WSDOT in order to have a project advertised and awarded by the state are listed in Chapter 51, which describes the procedures for advertising and awarding a construction contract when WSDOT is the awarding authority.

## 45.2 Submittals

When WSDOT is to advertise and award a construction contract on an FHWA project, the local agency will prepare and submit the following documents to WSDOT. (Additional details on the content and format of these documents are found in Chapter 44, Plans, Specifications, and Estimates, and in the WSDOT *Construction Manual*.)

### .21 Contract Plans, Specifications, and Estimates (PS&E).

The originals and one copy of these shall be submitted to the Region Local Programs Engineer. Review of the PS&E and bridge plans by WSDOT must be scheduled well in advance of the advertising date of the project. WSDOT review time on complex projects varies between 12 to 18 weeks depending on the type of project and whether the project is advertised by the region or by the service center. Contact the Region Local Programs Engineer to coordinate the submittal time of the PS&E and bridge plans, and for an advance estimate of the time and cost for the reviews.

### .22 Local Agency Letter of Financial Responsibility. See Chapter 44, Plans, Specifications, and Estimates, and Appendix 44.74.

## 45.3 Procedures

### .31 WSDOT Olympia Headquarters Advertising and Award. The following process will be used for reviewing contract documents, advertising for bids, evaluating bids, and awarding a construction contract.

- a. The local agency prepares the PS&E package and submits it to the Region Local Programs Engineer.
- b. The Region Local Programs Engineer reviews the PS&E package for completeness and sends it to the

Region Plans Engineer. The Region Administrator assigns a WSDOT Project Engineer to administer the project construction (see Chapter 51).

- c. The Region Plans Engineer reviews the PS&E and sends it to the WSDOT Headquarters Plans Branch for review and approval by the State Design Engineer. At this time, an advertising date is set.
- d. After its review, the Plans Branch sends out office copies of the PS&E to the local agency and other offices within WSDOT for their final review prior to advertising.
- e. WSDOT advertises the project for at least three weeks.
- f. WSDOT receives bids during the period set aside for bid preparation and receipt.
- g. On the date established in the bid advertisement, WSDOT opens and reads the bids received.
- h. WSDOT tabulates and evaluates the bids, and sends the bid results to the Region Local Programs Engineer.
- i. The Region Local Programs Engineer advises the local agency of the bid results.
- j. The Local Agency Agreement must be supplemented if any overrun or underrun occurs beyond the authorized amount. See Section 22.3.
- k. WSDOT awards the construction contract to the lowest responsible bidder.
- l. The WSDOT Region Administrator and the Headquarters Construction Office administer the project in the same manner as other FHWA projects and in accordance with departmental policy.

**.32 Region Advertising and Award.** Whenever requested by the local agency, the region advertises and awards projects in accordance with WSDOT's directive D 27-02. No project cost limitation applies. When the engineer's contract estimate exceeds \$50,000, the bid participants are required to furnish a bid deposit and a contract bond and they shall be prequalified under Section 1-02.1 of the *Standard Specifications*. The region will publish the call for bids in not less than one trade paper of general circulation in the state. Bid notices will be submitted to the local chapter of the Associated General Contractors (AGC), the established minority and women's association within the region, any other organization expressing interest in the project, and others as directed by WSDOT's Pre-Contract Administration.

The following process will be used for reviewing contract documents, advertising for bids, evaluating bids, and awarding a construction contract:

- a. The local agency prepares the PS&E and proposal forms and submits them to the Region Local Programs Engineer for region advertisement and award of the contract. Amendments and General Special Provisions of the *Standard Specifications* should be used to the maximum extent possible.
- b. The Region Local Programs Engineer reviews the PS&E package for completeness and sends it to the Region Plans Engineer for region review and final approval. At this time, an advertising date is set. The Region Administrator assigns a WSDOT Project Engineer to administer project construction.
- c. After the region's review, the Region Plans Engineer sends office copies of the PS&E out to the local agency, Region Local Programs, and other offices within the region office for their final review prior to advertising.
- d. The region advertises the project for at least three weeks.
- e. The region receives bids during the period set aside for bid preparation and receipt.
- f. On the date established in the bid advertisement, the region opens and reads the bids received.

- g. The region tabulates and evaluates the bids, and sends the bid results to the local agency via the Region Local Programs Engineer.
- h. The Region Local Programs Engineer consults with the local agency prior to the project award.

If the lowest responsible bid does not exceed the engineer's contract estimate by 10 percent or more, the region awards the contract.

If the lowest responsible bid exceeds the engineer's estimate by 10 percent or more, the Regional Administrator shall submit a copy of the bid, a tabulation of all bids, justification to accept or reject the bid, and any other related documents to the local agency for approval or disapproval.

- i. If approval is made by the local agency, the region will award and execute the contract to the lowest responsible bidder.

(**Note:** Before award, the Local Agency Agreement must be supplemented when the contract amount is greater than the authorized amount.)

- j. The WSDOT Region Administrator and Region Construction Office administer the project in the same manner as other federal aid projects and in accordance with department policy.
- k. The region bills the agency in accordance with the terms of the Local Agency Agreement.